

2002 version of
TO BE REVISED under Ordinance 3839
BYLAWS
OF THE
HUNTINGTON BEACH ENVIRONMENTAL BOARD

Approved and Adopted

DRAFT: Bylaws of July 11, 2002 to be revised to reflect City Council's Sustainable Environmental, Economic, and Social goals for this Board.

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July 11, 2002

ARTICLE I

NAME

Municipal Code 2.102.010

This organization shall be known as the Huntington Beach Environmental Board. Unless otherwise indicated, the term "Board" as used in these Bylaws shall mean the Huntington Beach Environmental Board.

ARTICLE II

PURPOSE

Municipal Code 2.102.050

The purposes for which it is formed are:

- (a) Study the environment of the City of Huntington Beach and investigate all actual and any potential threats to a clean environment for the City and its inhabitants; and
- (b) Report to the City Council, and to other city boards, commissions, departments, and to other public and private agencies and groups its recommendations for legislation and other action that could or might curtail or limit those activities which appear to be an actual present threat, or which may become a potential threat in the future, to the assurance of a clean, healthy, desirable environment for the City and its inhabitants; and
- (c) To perform such other duties as may, from time to time, be properly assigned or delegated to it by the City Council.

ARTICLE III

COMPOSITION, APPOINTMENT OF MEMBERS, COMPENSATION, QUALIFICATIONS

***Municipal Code 2.102.020**

- *SECTION 1: The Board shall consist of not more than fifteen (15) voting members, all appointed by the City Council.
- *SECTION 2: All members shall be residents of the City of Huntington Beach and over one-half of the members shall be registered voters of the City of Huntington Beach.
- *SECTION 3: All members shall serve without compensation and none shall hold any office or employment in the City government.
- *SECTION 4: All members shall serve a term of four (4) years beginning July 1, and expiring June 30. No member may serve more than two (2) consecutive four (4) year terms. Each member shall serve his term until his successor is qualified and appointed.
- *SECTION 5: If vacancies shall occur other than by expiration of term, they shall be filled by appointment for the unexpired portion of the term by the City Council.
- SECTION 6: The Executive Committee by a unanimous vote may recommend to the City Council that a member be removed from the Board for just cause.
- SECTION 7: At the expiration of a member's term, the Environmental Board shall make a recommendation based on the majority of the members present for the reappointment of the member which shall be presented to the City Council.

ARTICLE IV

OFFICERS-TERMS

- SECTION 1: The elective officers of the Board shall be Chair, Vice-Chair, and Secretary, known as the Executive Committee. The term of office shall be for one year.
- SECTION 2: Election of officers of the Board shall be held annually at the first meeting in June.
- SECTION 3: The term of office shall commence immediately upon election. In the event the Chair cannot complete his or her term of office, the unexpired term shall be filled by the Vice-Chair. If the vacancy occurs in the office of Vice-Chair or Secretary, the unexpired term shall be filled within two months by a special election to serve the balance of unexpired term.
- SECTION 4: The Chair shall appoint a Nominating Committee of three (3) members at the first meeting in May. This committee shall present its report to the Board at the first meeting in June with a slate of one candidate for each office. No ballot on the report of the Nominating Committee shall be taken until such time as full opportunity has been afforded all members present to place in nomination from the floor additional candidates for any elective office of the Board.
- SECTION 5: There shall be no limit to any member of the Board serving consecutive terms of office.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1: The Chair shall preside at all meetings of the Board and the Executive Committee, represent the Board at public meetings; submit reports to the City Council, delegate duties to other members, and establish ad-hoc committees.

SECTION 2: Vice-Chair shall assist the Chair in the discharge of official duties; shall in the absence of the Chair, preside at all meetings and perform all the duties of the Chair; shall be the Parliamentarian and insure that the Bylaws and Standing Rules are conformed to.

SECTION 3: Secretary: Shall keep or cause to be kept true and accurate records of the Board meetings and activities; maintain a current file of members and terms, Bylaws, Standing Rules, and related resolutions of the City Council; arrange for other secretarial services required by the Board.

ARTICLE VI

COMMITTEES

SECTION 1: The Board Chair shall establish and appoint all committees. Committees may also be established by a two-thirds (2/3) vote of the Board members present. The Chair may also appoint the committee chairperson. If no chairperson is appointed, the committee shall select it's own chairperson.

SECTION 2: No committee may have more than seven (7) members.

ARTICLE VII

EXECUTIVE COMMITTEE

- SECTION 1: The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary.
- SECTION 2: The Executive Committee shall meet at a time and place designated by the Chair.
- SECTION 3: The duties of the Executive Committee: Outline goals and priorities of the Board; establish procedures for the conduct of business; aid the Chair in making decisions affecting the Board.

ARTICLE VIII

MEETINGS

- SECTION 1: The Board shall meet at least once each month at a time and place determined by the Standing Rules. The Chair or the Executive Committee may call additional meetings when necessary.
- SECTION 2: All meetings of the Board shall be open to the public.
- SECTION 3: **Municipal Code 2.102.030:** Names of the members present and/or absent shall be entered into the minutes. The membership of any member of the Environmental Board shall be vacated if such member absents him or her self from three (3) consecutive regular meetings of the Environmental Board unless by permission of such Environmental Board, or ceases to comply with the requirements of new members as to residence and or voter registration.
- SECTION 4: If a member misses four (4) meetings in a 12-month period, the Executive Committee must review their membership and make a recommendation to the Board on whether their position should be vacated. Upon majority agreement of the Board, as present for the vote, the recommendation shall be forwarded to the City Council for action.
- SECTION 5: Any member of the Environmental Board may request from the City council a leave of absence. The leave of absence may be granted if the member is unable to attend regular Board meetings for a period of not to exceed six (6) months. During a leave of absence that person shall not be considered a member of the Board.
- SECTION 6: A quorum shall consist of the simple majority of the current membership. A quorum must be present to conduct meetings.
- SECTION 7: Each member of the Board shall have one vote. No proxy votes will be permitted. The election of officers shall be by secret ballot. All other votes shall be by secret ballot. All other votes shall be by voice (except as set forth in Article III, Section 7).

ARTICLE VIII

MEETINGS – (Continued)

SECTION 8: Current Robert's Rules of Order shall govern the Board's meetings, provided that they are not inconsistent with the Bylaws or the Standing Rules of the Board.

SECTION 9: The Order of Business shall be as follows:

- (a) Call to order, roll call, approval of minutes
- (b) Introductions
- (c) Public comments. Any person when interested in any item on the agenda shall be entitled to speak within such limits as prescribed by the Chair.
- (d) Action Items:
 - 1. Executive Committee recommendations
 - 2. Ad-Hoc Committee recommendations
 - 3. Other Board approval items
 - 4. EIR/Negative Declarations
- (e) Information Items:
 - 1. Committee/Project update
 - a. Executive Committee reports
 - b. Ad-Hoc Committee reports
 - c. Special Interest Items
- (f) Administrative Items:
 - 1. Correspondence/News Articles/Announcements
 - 2. Request to place items on the next agenda
- (g) Good and Welfare
- (h) Adjournment

ARTICLE IX

DEFINITION OF STANDING RULES

SECTION 1: The Board may adopt Standing Rules covering meeting times, conduct of business, communications, and other matters which do not conflict with these By-Laws.

ARTICLE X

AMENDMENT OF THE BYLAWS

- SECTION 1: Any new resolution or ordinance of the City Council that is in conflict with these Bylaws shall be considered an automatic change of the Bylaws.
- SECTION 2: The membership of the Board may amend these Bylaws by two-thirds (2/3) vote of the members present. Copies of changes must be given to each member at a prior regular meeting or mailed at least five (5) days prior to the meeting at which the amendment is voted upon.

ARTICLE XI

ADOPTION

SECTION 1: The above Bylaws of the Huntington Beach Environmental Board was approved and adopted on **July 11, 2002**. They amend and supersede previous Bylaws dated July 12, 2001, October 14, 1993, March 10, 1988, February 2, 1981, February 24, 1977 and January 23, 1975.